

NEWPORT-MESA UNIFIED SCHOOL DISTRICT

Office of the Personnel Commission

Regular Meeting of the Personnel Commission
2985-A Bear Street, Thomas W. Henderson Testing Room, Costa Mesa, CA 92626

May 15, 2019 – 4:00 p.m.

MINUTES - CORRECTED

1. OPENING CEREMONIES:

Mr. Tristan Aley, Chairperson, called the meeting to order with a silent invocation followed by the Pledge of Allegiance.

2. ROLL CALL:

Commission roll call was taken and the following were present:

Tristan L. Aley, Chairperson
Susan G. Meyer, Vice-Chair
Kenneth Wayman, Commissioner
Kristen M. Clark, Secretary to the Personnel Commission

Staff present:

Christi Winslow, Human Resources Analyst
V-Esther Caldwell, Administrative Assistant–Confidential
Holly DeCarvalho, Associate Human Resources Analyst
Stephanie Beck, Human Resources Technician

Visitors present:

Lance Bidnick, Director Maintenance and Operations
Becky Schmieg, Human Resources Technician
Pam Saunders, President, CSEA Chapter 18
Eleanor Rebard, CSEA Chapter 18
Brenda Garcia, CSEA Chapter 18

3. ADOPTION OF AGENDA:

It was recommended that the Commission adopt the agenda for May 15, 2019.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan L. Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

4. APPROVAL OF MINUTES:

It was recommended that the Commission adopt the minutes of the regular meeting of April 18, 2019, as submitted.

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

5. PUBLIC PRESENTATIONS TO THE PERSONNEL COMMISSION:

No presentations were made.

6. PUBLIC HEARING – PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2019-2020

Public hearing on the Personnel Commission for Fiscal Year 2019–2020 Pursuant to California Education Code 45253 was opened. Having no comments, the hearing was then closed.

7. RATIFICATION OF VACANCY ANNOUNCEMENTS:

It was recommended that the following vacancy announcement(s) be ratified:

- | | |
|-------------------------------|-------|
| a. Library Media Technician I | 56-19 |
| b. Health Assistant | 57-19 |

Motion made by: Susan Meyer
Seconded by: Kenneth Wayman

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

8. CERTIFICATION OF NEW ELIGIBILITY LISTS:

It was recommended that the following eligibility list(s), as submitted, be certified.

- | | |
|--|-------|
| a. Student Supervision Assistant | 73-19 |
| b. Student Supervision Assistant | 74-19 |
| c. District Translator | 75-19 |
| d. Instructional Assistant | 76-19 |
| e. Instructional Assistant – Behavior Intervention | 77-19 |
| f. Nutrition Services Assistant I | 78-19 |
| g. Data Network Technician | 79-19 |
| h. Communications Specialist | 80-19 |

There was a motion to approve by Mr. Wayman with discussion requested by Ms. Meyer regarding items 7.a and 7.b. Ms. Meyer inquired as to why there were two separate eligibility

lists for the same position. Ms. Clark and Ms. DeCarvalho explained that the eligibility lists are different because the position is posted as “open and continuous” with eligibility lists being added throughout the school year as qualified candidates become available.

Ms. Meyer also inquired about the number of applicants verses the number of eligible candidates for item 7.c, District Translator. Ms. Clark and Ms. Winslow explained that there were various factors including some candidates not being able to perform simultaneous interpretation, some spoke languages other than required for open position and others did not meet the level of technical terminology required.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

9. ADOPT PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2019–2020:

It was recommended that the Members of the Personnel Commission adopt the Personnel Commission Budget for the fiscal year 2019-2020 as presented.

Motion made by: Kenneth Wayman
Seconded by: Susan Meyer

Votes:

Tristan Aley	Yes
Susan Meyer	Yes
Kenneth Wayman	Yes

10. PERSONNEL DIRECTOR:

Ms. Clark highlighted the following items:

- Plans for Appreciating Classified Employees (ACE) day are being finalized and job shadowing will be held on Thursday, May 23, 2019 with a luncheon to follow.
- Super Stars will be recognized on Tuesday, May 28, 2019 at 6:00 p.m. Ms. Meyer will be attending.
- Ms. Clark and Ms. Sanders hand delivered certificates of recognition from Assembly Member Cottie Petrie-Norris for the district’s three Classified School Employees of the Year.
- Reviewed what information she could in regards to the Charter School issue and district space availability.
- Introduced Mr. Lance Bidnick, Director of Maintenance and Operations to the Commission.

11. NEXT MEETING DATE: Thursday, June 27, 2019 at 4:00 p.m.

12. ADJOURNMENT: 4:26 p.m.